



CRCG Memorandum of Understanding Quick Guide

Overview

The CRCG Memorandum of Understanding (MOU) is an agreement between CRCG member agencies that outlines the responsibilities of local CRCGs, the State CRCG Office and Workgroup, and participating agencies. This guide provides an overview of the requirements and functions of local CRCGs found in the CRCG MOU. The complete MOU is located on the CRCG website at <https://crcg.hhs.texas.gov/>.

MOU Requirements and Functions of Local CRCGs

Local CRCGs and partner agencies:

- Refer children, youth, adults and families to CRCGs when they have exhausted agency resources and require multi-agency service coordination.
- Serve people of all ages whenever possible within the scope of the resources available in the community.
- Develop coordinated Individual Service Plans (ISP) in partnership with people with complex needs in the language of their choice.
- Coordinate services for people needing multiagency services in the least restrictive setting appropriate.
- Make efforts to eliminate duplication of services relating to the assessment and diagnosis, treatment, residential placement and care, and case management of persons needing multiagency services.
- Contribute to making recommendations and committing resources toward resolving problems of people needing multiagency services.
- Incorporate natural supports in the development of ISPs when possible.
- Implement the system of care philosophy and approach with support from the State CRCG Office.
- Inform local system of care governance bodies on behavioral health trends, strengths, gaps, barriers, and solutions. CRCG chair will participate in meetings of local system of care governance body, if one exists.
- Collect, share, and submit CRCG data to HHSC through the CRCG data collection system.
- When considering an out-of-home placement as the option of last resort and as the least restrictive setting appropriate for a child/youth, the group will engage in a permanency planning process that focuses on family support by facilitating a permanent living arrangement with the goal of reunification when appropriate, and with the primary feature being an enduring and nurturing family relationship.^{1,2} Similarly, when an out-of-home placement is considered as the option of last resort

¹ Texas Government Code, [§531.151](#)

² Texas Government Code, [§531.154](#)



Community Resource Coordination Groups of Texas

and as the least restrictive setting appropriate for an adult, the group will also engage in a planning process that facilitates an ongoing living arrangement that meets the adult's needs, goals, and independence.

- Create CRCG membership from state partner representatives or affiliates, local and private sector organizations, and family or peer representatives. All members share equal status with regard to making recommendations.
- Develop bylaws to include the following items at minimum: group leadership and roles, meeting schedule, committee structure, participation expectations, targeted age group, case identification criteria, and referral criteria.
- Create and implement confidentiality and consent procedures that permit sharing of information while protecting personal information in accordance with state and federal law.
- Retain records related to staffings for three years after service coordination is conducted.